



# Defense Travel Management Office



## Welcome to P300 Travel Policy Compliance Tool Administration



# Class Overview

**Topic:** Travel Policy Compliance Tool  
Administration

**Target Audience:** Compliance Tool  
Administrators (CTAs)

**Time:** 60 minutes

**Pre-Requisites:** None



# Training Objectives

- Travel Policy Compliance Program Background
- Functionality of Compliance Tool (CT)
- Role of Compliance Tool Administrator (CTA)



# Compliance Program Background

- Mandated by:
  - National Defense Authorization Act (NDAA) for Fiscal Year 2012
  - Office of the Under Secretary of Defense (Comptroller)

Public Law 112–81 112th Congress		An Act	
Dec. 31, 2011 [H.R. 1540]	To authorize appropriations for fiscal year 2012 for military ment of Defense, for military construction, and for de Department of Energy, to prescribe military personnel s year, and for other purposes.	<b>“§ 463. Programs of compliance; electronic processing of travel claims</b>	
National Defense Authorization Act for Fiscal Year 2012.	<i>Be it enacted by the Senate and House of the United States of America in Congress assembled</i> <b>SECTION 1. SHORT TITLE.</b> This Act may be cited as the “National Def Act for Fiscal Year 2012”. <b>SEC. 2. ORGANIZATION OF ACT INTO DIVISIONS; TA</b> (a) DIVISIONS.—This Act is organized into follows: (1) Division A—Department of Defense A (2) Division B—Military Construction A	“(a) PROGRAMS OF COMPLIANCE.—The administering Secretaries shall provide for compliance with the requirements of this chapter through programs of compliance established and maintained for that purpose. “(b) ELEMENTS.—The programs of compliance under subsection (a) shall— “(1) minimize the provision of benefits under this chapter based on inaccurate claims, unauthorized claims, overstated or inflated claims, and multiple claims for the same benefits through the electronic verification of travel claims on a near- time basis and such other means as the administering Secre- taries may establish for purposes of the programs of compliance; and “(2) ensure that benefits provided under this chapter do not exceed reasonable or actual and necessary expenses of travel claimed or reasonable allowances based on commercial travel rates.	



# Compliance Tool

- Compliance Tool scans DTS vouchers for adherence to specific policy items

For a full listing of policy items, see  
“Travel Policy Compliance Tool Information  
Paper”

*(Available on DTMO website & in Travel  
Explorer)*

- Identifies vouchers:
  - For organizations participating in pilot launch (regardless of cost of errors)
  - With error costs totaling \$100 or more



# How the Compliance Tool Works

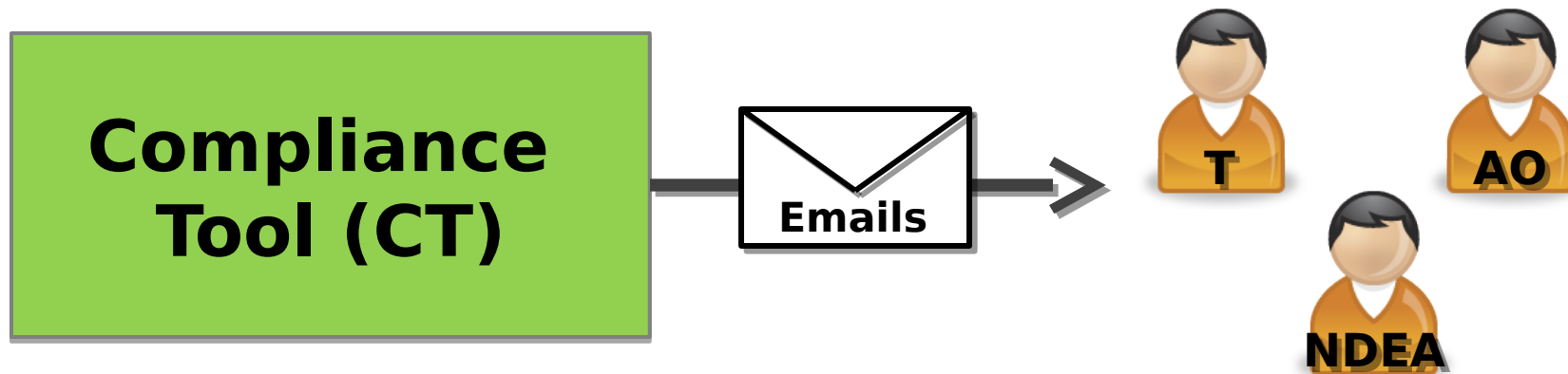
## Compliance Tool (CT)



- CT queries DTS for vouchers containing policy violations (errors)
- CT creates a record
  - One voucher to one record
  - One record may contain multiple errors
  - Records classified by DTS organization



# How the Compliance Tool Works

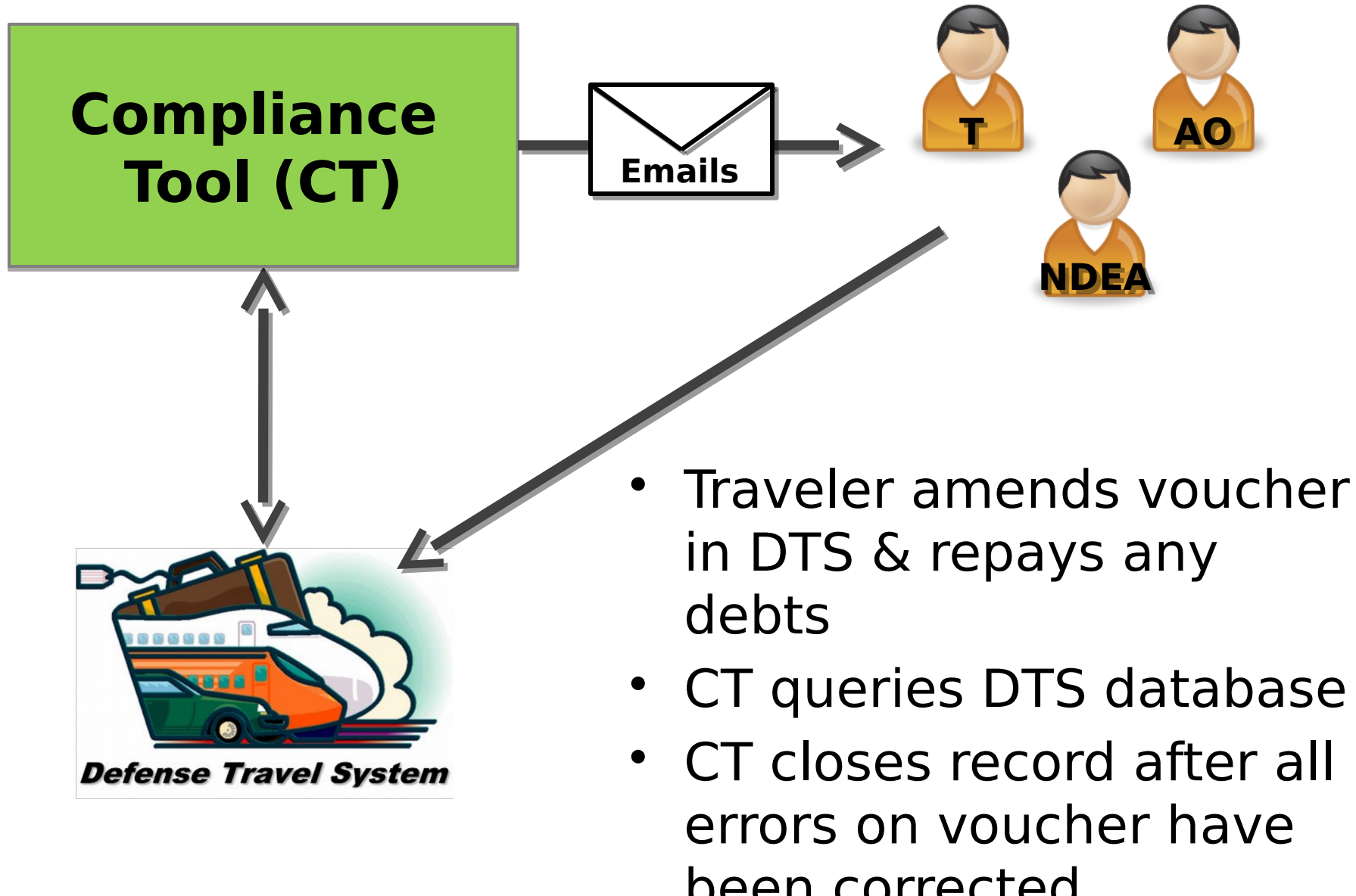


- When CT creates a record, it sends an email to:
  - Traveler
  - Authorizing Official (AO)
  - Non-DTS Entry Agent (NDEA) – if applicable
- Records not corrected receive reminder emails from CT





# How the Compliance Tool Works







# Questions?





# Role of CTA

- Reviews records / errors for organization
  - Includes any sub-organizations
- Ensures errors are corrected in DTS
- Runs reports from CT
- Grants CT access to others
- Other responsibilities, per local business rules



# Component-specific Procedures

- Check with your leadership regarding:
  - Required frequency of accessing the CT
  - Timeframe for travelers to resolve errors
  - Administrative actions against a traveler / AO that has not corrected an error
  - Reporting requirements
  - Requirements before granting access to a new CTA



# Accessing the Compliance Tool

**DTMO Passport Account Login**

Login/E-Mail Address

Password

 **Password Login**

 **CAC Login**

 **Forgot Your Password?**  **Login Help**  **Register**

**Passport Access**

  **Secure Communications Portal**  **COMPLIANCE**  
DEPARTMENT OF DEFENSE  
Travel Policy Compliance Program



# Compliance Tool Homepage



**DEFENSE TRAVEL MANAGEMENT OFFICE**  
THE DOD CENTER FOR TRAVEL EXCELLENCE



Generate Reports



My Working List



Admin

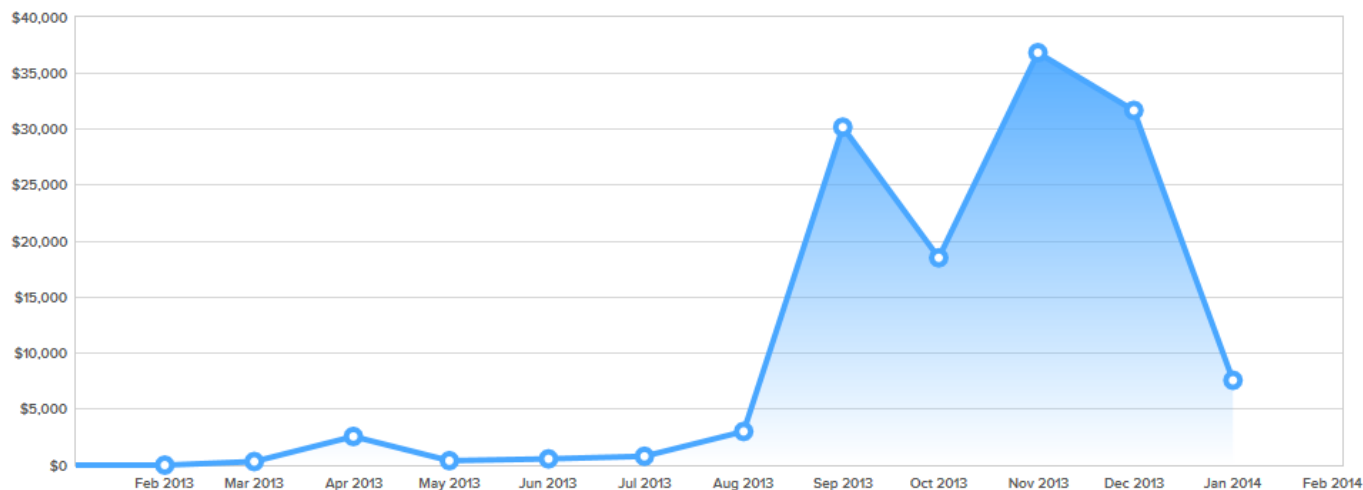


Tutorials

Total Funds Recovered (since 26DEC12)

**\$132,374.12**

Funds Recovered Per Month





# Generate Reports

DTS TANUM	<input type="text"/>		
Total Error \$ Range	<input type="text"/>	<input type="text"/>	
CT Record Status	<input type="text" value="Any Status"/>		
Error Status	<input type="text" value="All"/>		
Error	<input type="text" value="All"/>		
DTS Org	<input type="text"/>		
Org Status	<input type="text" value="All"/>		
Fiscal Year	<input type="text" value="▼"/>		
Date Range	<input type="text"/>	<input type="text"/>	
Traveler	<input type="text"/>	<input type="text"/>	<input type="text"/>
NDEA	<input type="text"/>	<input type="text"/>	<input type="text"/>
Authorizing Official	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="VIEW RESULTS"/>		<input type="button" value="CLEAR FILTER"/>	



# Generate Reports - Search Results

BACK TO REPORT SEARCH					P	Home
Show Per Page: 100		1 2	Page 1 : Displaying 1 - 100 of 185			
Status	Age	TANUM	DTS Org	People		
Open	48 days	F23L05	DFORG2	AO	Boone, G.	
				TRAV	Hopkins, A.	
				NDEA	Bent, D.	
Open	133 days	F13T01	DFORG1	AO	Evans, D.	
				TRAV	Bonner, D.	
Open	4 days	F13L05	DFORG1	AO	Williams, R.	
				TRAV	Fuller, K.	
				NDEA	Holden, S.	
		1HBNX8				
Open	136 days	F23D02	DFORG2	AO	Flowers, B.	
				TRAV	T...	
Open	140	F22T01 F13D03	DFORG1	AO	Painter, V.	
				TRAV	Malleck, R.	









# Record Details



days

F121 03  
TANUM: 1HBNX8

 OPEN

 Errors (\$125.80)  Record Notes

 Errors (\$163.55) TANU

 Contacts  DTS Inf

days


days




**TRAVELER**

Name	Ryan Malleck
DTS Profile Email	ryan.malleck@dod.m
DTS Profile Work Phone	7035550033
DTS Profile Org	DFORG1




# Contacts

 **Contacts**

 Errors (\$125.80)  Record Notes 


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**TRAVELER**


Name	Ryan Malleck
DTS Profile Email	ryan.malleck@dod.mil
DTS Profile Work Phone	7035550033
DTS Profile Org	DFORG1
Updated Email	<input type="text"/>
Updated Phone	 <div>This does NOT update DTS</div>




# DTS Information

 Contacts

 **DTS**

 Errors (\$125.80)

 Record Notes 5)

**DTS INFORMATION**

TANUM	F13D03
Document Name	ADRAMSTEINABF081111_V01
Document Type	Voucher
Travel From	LAS VEGAS, NV
Travel To	HONOLULU, HI
Travel Start Date	12/22/2010
Travel End Date	01/04/2011



# Errors - Top Portion of Screen

Contacts

DTS Information

**Errors (\$125.80)**

Record Notes

ERROR: OCONUS LAUNDRY (31.76)

System Status: Pending

Manual Status

SAVE CHANGES

SYSTEM(DATA) (SEPTEMBER 12, 2013)    SYSTEM STATUS CHANGE: Pending to Pending

SYSTEM(DATA) (SEPTEMBER 26, 2013)    SYSTEM STATUS CHANGE: Pending to Awaiting Collection

(OCTOBER 08, 2013)    MANUAL STATUS CHANGE: None to Traveler Repaid

Original Error Amount:            \$31.76

Manually Increase:                \$0.00



# Error Statuses

Error Status	Explanation
Pending	Amended voucher has not been approved
Awaiting Collection	Traveler is in debt process
Partially Collected	AOC received in DTS, but not total amount in CT record
Collected	AOC received in DTS and total cost of debt satisfied
Corrected	Voucher has been amended and no repayment needed
Waiver/Appeal Requested	Waiver/Appeal requested as part of traveler's due process
Waiver/Appeal Granted	Waiver/Appeal granted as part of traveler's due process
Out of Service	Traveler has left the government and debt is $\leq$ \$225.00
Administrative Error	Item incorrectly entered on voucher; no action required
\$10 or Less	Total cost of error(s) on record is $\leq$ \$10.00; no action required
AO Repaid*	AO paid debt, but no AOC received in DTS
Traveler Repaid*	Traveler repaid debt, but no AOC received in DTS
On Hold*	Further research is required
No Error*	Traveler disputed error and error is vacated

\*Statuses manually applied by CTA



# Administrative Error / \$10.00 or Less

- Compliance Tool automatically:
  - Creates a record
  - Sends an email to the traveler / AO / NDEA
  - Closes the record
- No action required by:
  - Traveler
  - AO
  - NDEA (if applicable)
  - Compliance Tool Administrator
    - Record remains on Compliance Tool reports





# Manual Statuses

- AO Repaid
  - AO accepted pecuniary liability and repaid debt
- No Error
  - Result of traveler disputing the error
  - Follow local business rules on dispute process
- On Hold
  - Stops reminder emails while CTA conducts research
- Traveler Repaid
  - Traveler amended voucher, but no Advice of Collection received by DTS

AO Repaid
No Error
<b>None</b>
On Hold
Traveler Repaid







SYSTEM(DATA) (SEPTEMBER 12, 2013)	SYSTEM STATUS CHANGE: Pending to Pending
SYSTEM(DATA) (SEPTEMBER 26, 2013)	SYSTEM STATUS CHANGE: Pending to Awaiting Collection
(OCTOBER 08, 2013)	MANUAL STATUS CHANGE: None to Traveler Repaid

ERROR: OCONUS FOREIGN LODGING TAX (94.04)



# Record Notes

 Contacts  DTS Information  Errors (\$125.80)  **Record Notes**

**AGE & EMAIL INFORMATION**

Age 0 Day(s)  
Initial Email Date  
Latest Email Date

**+ EMAIL HISTORY (0 TOTAL)**

**+ ADMINISTRATOR HISTORY (0 TOTAL)**

**+ SYSTEM GENERATED HISTORY (3 TOTAL)**

**ADD COMMENT**

Add Comment



# Questions?





# CT Report

- Identify search criteria on Generate Reports screen

BACK TO REPORT SEARCH

P

Home

Search

Bookmark

Settings

DTS

Power

Show Per Page: 1001 2Page 1 : Displaying 1 - 100 of 185

Create Excel/CSV File

Status	Age	TANUM	DTS Org	People	Errors	Error Amt
<div>Open</div>	0 days	F23L05	DFORG2	<div>AOBoone, G.</div> <div>TRAVHopkins, A.</div> <div>NDEABent, D.</div>	3	\$196.16
<div>Open</div>	0 days	F13T01	DFORG1	<div>AOEvans, D.</div> <div>TRAVBonner, D.</div>	3	\$195.90
<div>Open</div>	0 days	F13L05	DFORG1	<div>AOWilliams, R.</div> <div>TRAVFuller, K.</div>	3	\$163.55

- CT exports data into Microsoft Excel / CSV file
- Report contains every item from CT record



# My Working List

- Helps locate records that require more attention
- Selecting a record provides same functionality as Generate Reports (e.g., DTS

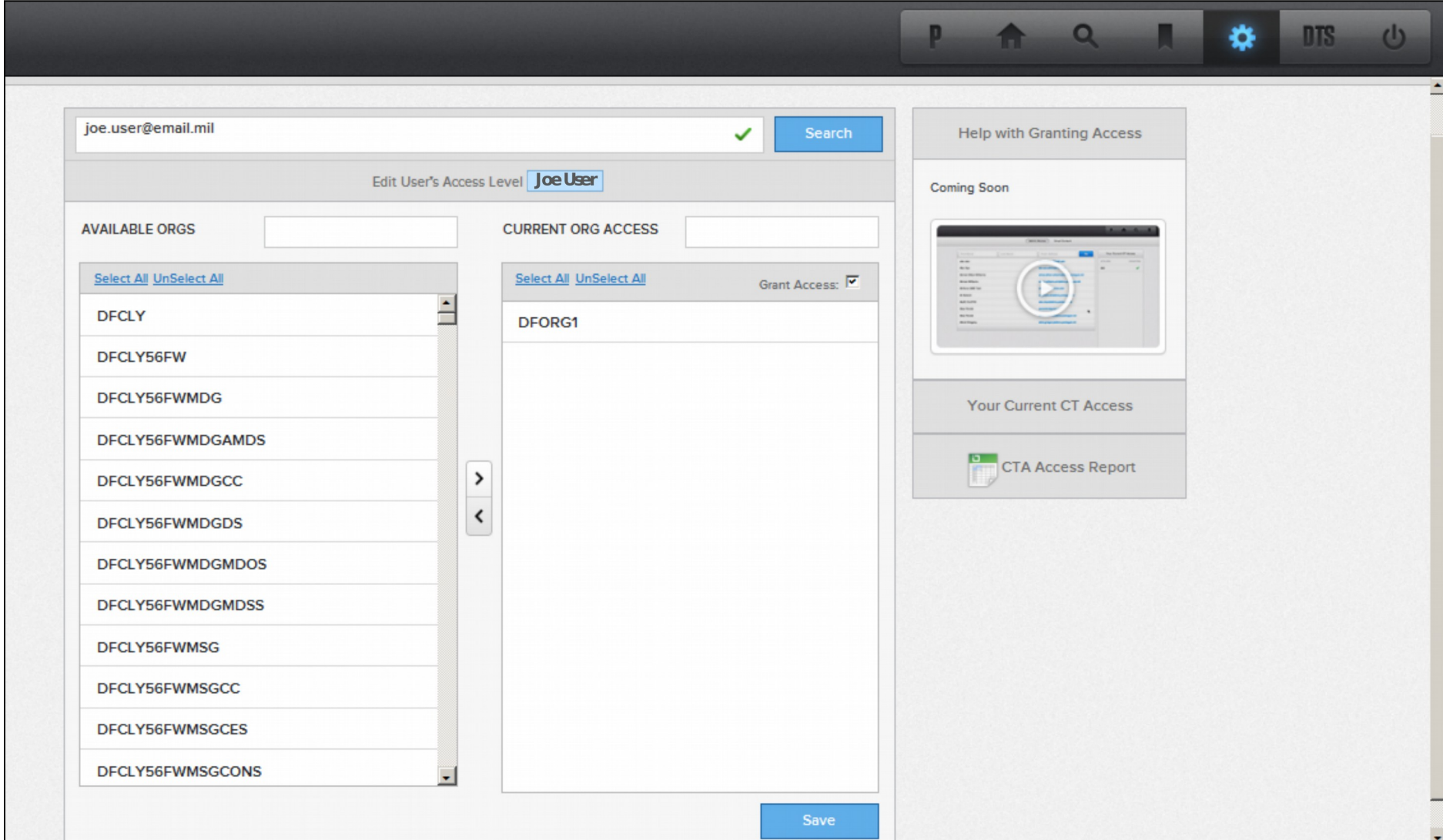
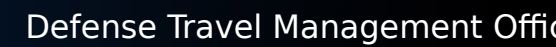
My Working List						
Displaying 5 Bookmarks						
Create Excel/CSV File						
Status	Age	TANUM	DTS Org	People	Errors	Error Amt
Closed	days	F22D03	DFORG2	TRAV Beamer, B. AO Randall, B.	2	\$0.00
Open	days	F23D05	DFORG2	TRAV Beckton, N. AO Hyman, J. NDEA Baker, N.	3	\$704.00
Open	days	F23T02	DFORG2	TRAV Painter, V. AO Malleck, R.	3	\$200.00



# Admin Access - Overview

Follow your local procedures about granting access

- Records tied to a DTS organization
  - CT access includes access to any suborg records
- CT access independent of DTS org access
  - E.g., DTA that has DTS org access to DD14 not automatically given access to DD14's CT records
- Two types of CTA access:
  - Granting privileges for one or more orgs
  - No granting privileges







# Granting Access

P Home

☒

Edit User's Access Level **Joe User**

DFCLY

[Select All](#) [UnSelect All](#)

DFCLY

DFCLY56FW

DFCLY56FWMDG

DFCLY56FWMDGAMDS

DFCLY56FWMDGCC

DFCLY56FWMDGDS

DFCLY56FWMDGMDOS

DFCLY56FWMDGMDSS

CURRENT ORG ACCESS

[Select All](#) [UnSelect All](#)

DFORG1

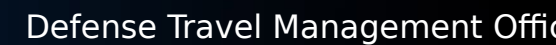
☒ Grant Access

Help with Granting

Coming Soon

Your Current CT A

CTA Access



joe.user@email.mil

✓

Search

Edit User's Access Leveljohn doe

AVAILABLE ORGS

Select AllUnSelect All

DFCLY	GRANTED
DFCLY56FW	GRANTED
DFCLY56FWMDG	GRANTED
DFCLY56FWMDGAMDS	GRANTED
DFCLY56FWMDGCC	GRANTED
DFCLY56FWMDGDS	GRANTED
DFCLY56FWMDGMDOS	GRANTED
DFCLY56FWMDGMDSS	GRANTED
DFCLY56FWMSG	GRANTED
DFCLY56FWMSGCC	GRANTED
DFCLY56FWMSGCES	GRANTED
DFCLY56FWMSGCONS	GRANTED

CURRENT ORG ACCESS

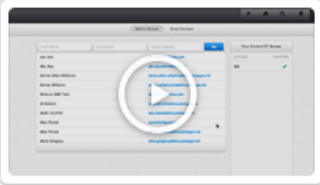
Select AllUnSelect All

Grant Access:☒


DFCLY
DFORG1

Help with Granting Access

Coming Soon



Your Current CT Access

 CTA Access Report



# Class Summary

- Travel Policy Compliance Program is mandated by Congress & OUSD (Comptroller)
- Compliance Tool will:
  - Identify any vouchers with potential errors
  - Create a record to outline any errors
  - Notify traveler via email to amend voucher
  - Update the record based on actions taken in DTS
- CTAs should:
  - Consult their Component policy on CT usage
  - Ensure that errors are corrected in a timely manner



# Additional Resources

- Distance Learning webinars
  - T-225 – Itinerary Changes / Trip Cancellation in DTS
  - P-115 – Travel Policy while TDY
- Web-based training modules
  - Itinerary Adjustments
  - Travel Policies
- Document Processing Manual
  - Chapter 7.3 – Amending a Voucher
- Travel Policy Compliance Tool Information Paper
  - Identifies latest Compliance Tool queries